

**DEPARTMENT OF SAINIK WELFARE****NOTIFICATION**

No. Est-1/15530/2012/DSW.

16 July 2015.

The following are the activities, designated officers, Time limit, First Appellate Authority and Second Appellate Authority pertaining to Department of Sainik Welfare as per Section 3 of Kerala Right to Service Act 2012. This office Notification even No. dated 21st December 2012 published in Kerala Gazette No. 5 dated 29th January 2013 stands modified as under.

<i>Ser No.</i>	<i>Name of Activity</i>	<i>Designated Officer</i>	<i>Time limit</i>	<i>First Appellate Authority</i>	<i>Second Appellate Authority</i>	<i>Documents to be submitted</i>
1.	Registration of Ex-Servicemen	Zila Sainik Welfare Officer	On the date of application itself	Administrative Officer, Directorate of Sainik Welfare	Director, Directorate of Sainik Welfare	Application, copies of Discharge Book and Pension Payment Order
2.	Issue of new Identity Card to Ex-Servicemen/ Widows	Zila Sainik Welfare Officer	5 days from the date of application	do.	do.	Application, copies of Discharge Book and Pension Payment Order and 2 photographs of 3 x 3 size
3.	Re-issue of Identity Cards to Ex-Servicemen/Widows when lost/Issue of duplicate identity card	Zila Sainik Welfare Officer	10 days after receipt of police verification	do.	do.	Application, FIR, copies of Discharge Book and Pension Payment Order and 2 photographs of 3 x 3 size. In case wear, tear or damaged, original Identity card, application and 2 photographs
4.	Issue of Dependency Certificate/Other Certificates including NOCs	Zila Sainik Welfare Officer	7 days from the date of application	do.	do.	Application, copy of Discharge book, Ex-servicemen or Widow Identity Card, letter from the institution, certificate to prove relation if not recorded in discharge book

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